



ECF Court Link

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VOLUME 1, ISSUE 2

*Eastern District
of
North Carolina
CM/ECF
Newsletter*

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Maintain User Account will no longer be available. For address, email or telephone modifications or any other information updates, email the ecf contacts listed below.

E-Orders

- When creating the pdf file, make sure "End Of Document" does not appear as the only thing on the last page and that the last page is not blank. Also, "End Of Document" should appear on the last page of the order, not the last page of any exhibits that are attached to the order
- Orders submitted for signature by the clerk, i.e. Summons, Entry of Default, Default Judgment, etc. should be submitted in full form. The document should have a 1" margin, a "Dated" space, and a signature line for the clerk.

Training

Classes are still being offered monthly for new staff members or any staff that would like to take refresher courses. To signup for training classes, go to www.nceb.uscourts.gov and click on Sign up for training!

U. S. Bankruptcy Court
Eastern District of
North Carolina

1760-A Parkwood Blvd.
Wilson, NC 27893

Tel. 252-237-0248

300 Fayetteville St.
Mall, Room 209
Raleigh, NC 27602

Tel. 919-856-4752

ECF Tips

Attaching the correct pdf files- Right click on a document when browsing before clicking on "open" to attach to ensure the correct pdf is being uploaded before proceeding with filing.

Docketing Errors- If unsure as to which event to use for docketing, please contact the ecf contacts. Additionally, please do not re-docket as an attempt to correct a docketing error. If you discover an error, contact the ecf contacts for deletion and/or correction.

Substitution/Withdrawal Of Counsel - If cases are being transferred to another attorney in the same firm, docket a "Notice Of Substitution Of Counsel" in each applicable case. This event is located in the Batch Filings category. Otherwise, a "Motion To Withdraw As Attorney" should be docketed in each applicable case.

Scheduled Matters - When filing a pleading that pertains to a hearing scheduled the same day or the next day, please send an email to the appropriate judge's law clerk and to the courtroom staff notifying them of the filing.

GOT QUESTIONS??

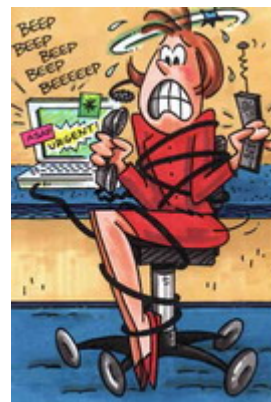
WE'VE GOT ANSWERS.....EMAIL ELECTRONIC CASE FILINGS QUESTIONS TO THE ECF CONTACTS. YOU WILL RECEIVE A RESPONSE BY EMAIL AND YOUR QUESTION MAY BE PUBLISHED ANONYMOUSLY IN A FUTURE NEWSLETTER.

EXAMPLE:

Q. IS THERE AN EASY WAY I CAN SEARCH A DOCKET REPORT FOR A PARTICULAR ITEM?

A. PRESSING THE CONTROL KEY + F KEY WILL PROVIDE A SEARCH SCREEN ENABLING YOU TO SEARCH THE DOCKET BY A WORD OR PHRASE.

HELP!!!!!!!!!!!!



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